

## Updating State Behavior Codes in Infinite Campus District Edition (ICDE)

The Maine Department of Education has added additional Behavior event and resolution codes to facilitate additional required reporting in the areas of Bullying and Restraint/Seclusion. The additional State Reporting Event Codes added are:

- 51 Cyberbullying
- 52 Harassment (Bias-Based)
- 53 General Bullying

At the same time, two past State Reporting Event Codes have ben deprecated and will no longer be valid for State reporting. There are:

- 09 Bullying/Injurious Hazing
- 17 Harassment, Other

To make the corresponding updates to your local Infinite Campus District Edition (ICDE) take following steps:

1. Log In> Select All Schools at the top

Behavior>Admin> Event Types> New

The screenshot displays the 'Event Types' management interface in Infinite Campus District Edition (ICDE). At the top, there are filters for 'Year' (13-14), 'School' (All Schools), and 'Calendar' (All Calendars). Below these are tabs for 'Index', 'Search', and 'Help'. The main content area is titled 'Event Types' and includes buttons for 'Save', 'Delete', 'New', and 'Show History', along with a dropdown for 'Active Event Types'.

The 'Behavior Event Type Editor' table lists existing event types:

Code	Name	Alignment	Start Date	End Date
01	Aggravated Assault	Discipline	09/02/2008	
02	Alcohol-Related	Discipline	09/02/2008	
03	Arson	Discipline	09/02/2008	
04	Assault with Firearm	Discipline	09/02/2008	
05	Assault with Other Weapon	Discipline	09/02/2008	
06	Battery	Discipline	09/02/2008	
07	Bomb Threat	Discipline	09/02/2008	
08	Bomb-Related	Discipline	09/02/2008	
09	Bullying/Injurious Hazing	Discipline	09/02/2008	

Below the table is the 'Behavior Event Type Detail' form. It includes fields for 'School' (District Wide), 'Code', '\*Name', '\*Alignment', 'Demerits', '\*Start Date', 'End Date', 'Category', and 'State Event Code (Mapping)' (No State Event Code Mapping).

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2. Fill In The Following and save

Code, Name, Alignment, Start Date

The screenshot shows the Infinite Campus District Edition (ICDE) interface. At the top, there are dropdown menus for Year (13-14), School (All Schools), and Calendar (All Calendars). Below these are tabs for Index, Search, and Help. The left sidebar contains a navigation menu with categories like System Administrator, Student Information, Instruction, Census, and Behavior. The main content area is titled 'Event Types' and includes buttons for Save, Delete, New, and Show History. Below these buttons is a table titled 'Behavior Event Type Editor' with columns for Code, Name, Alignment, Start Date, and End Date. The table lists several event types, including Sexual Battery, Sexual Offense (non-forcible), Simple Assault, Stolen Property, Threat/Intimidation, Tobacco-Related, Trespassing, and Vandalism (criminal mischief). Below the table is a 'Behavior Event Type Detail' form with fields for Code, Name, Alignment, Start Date, and End Date. The Code field is set to 52, the Name field is 'Harassment Bias Based', the Alignment field is 'Discipline', and the Start Date field is '01/01/2011'.

3. To then use the new Event Code in reporting an incident, go to Index> Behavior> Behavior Management>, Select a Calendar and/or School> New> Add an event/participant> see event that was created

The screenshot shows the Infinite Campus District Edition (ICDE) interface. At the top, there are dropdown menus for Year (13-14) and School (Dora L Small Elementary School). Below these are tabs for Index, Search, and Help. The left sidebar contains a navigation menu with categories like System Administrator, Student Information, Instruction, Census, and Behavior. The main content area is titled 'Behavior Management' and includes a section for 'Event and Participant Details'. This section has a dropdown menu for 'Event Type' with a list of options including Battery, Bomb Threat, Bomb-Related, Bullying/Injurious Hazing, Burglary/Breaking and Entering, Disorderly Conduct, Extortion, Fighting, Fireworks, Gang Fight, Harassment Bias Based, Harassment, Other, Harassment, Sexual, Hate Crime/Bias, Homicide, Insubordination, Kidnapping, Larceny/Theft, Marijuana-Related, and Motor Vehicle Theft. The 'Harassment Bias Based' option is selected. Below the dropdown menu is a search field for 'Name or Complete Student Number' with a 'Search' button. At the bottom of the section are buttons for 'Add Event/Participant' and 'Add Resolution'.

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Repeat Steps 1 and 2 with all new behavior events. To deprecate the no longer used State Reporting Codes, simply update the end date on the corresponding code with the current date.

The new resolution codes for both bullying and restraint/seclusion can be updated in a similar fashion to the event type above, using the resolution type screen. The added State reporting resolution codes are:

- 21 Restraint
- 22 Seclusion
- 23 Serious Injury to Staff during Restraint/Seclusion
- 24 Serious Injury to Student during Restraint/Seclusion
  
- 31 Bullying - Detention
- 32 Bullying - Referral to Law Enforcement
- 33 Bullying - Referral to Outside Agency
- 34 Bullying - Met with Victim
- 35 Bullying - Met with Perpetrator
- 36 Bullying - Contacted Parent/Guardian Victim
- 37 Bullying – Contacted Parent/Guardian Perp
- 38 Bullying – Developed Student Support & Safety Plan
- 39 Bullying – Used School-wide Rubric for Consequences for Perp
- 40 Bullying – Referred to School Counselor/Social Workers
- 41 Bullying – Repair/Replace Personal/School Property
- 42 Bullying – Resolution Circles or Restorative Conferencing
- 43 Bullying – Social/Emotional Skill Building Group
- 44 Bullying – Mediation
- 45 Bullying – Community Service
- 46 Bullying - Other